CANYON RIM ACADEMY
BOARD of TRUSTEES MEETING MINUTES
8-31-2026
DRAFT

A meeting of the Board of Trustees ("the Board") of Canyon Rim Academy ("the school") was held on Monday, August 31, 2026.

Board members present: Kelly Bennee, Robert Booth, Shauna Cundick, David Hillyard, Nils Lofgren, and Justin Scott. Ashley Bloxham joined remotely.
Administration present: Colleen Mitchell, Dave Garrett

The meeting began at 4:08 PM

Item 1: Public Comments
There were no public comments.

Item 2: Approval of minutes from meeting on June 25, 2026
Motion to approve the proposed minutes by Nils Lofgren. Seconded by David Hillyard. The motion to approve was unanimous.

Item 3: PTO Report
The PTO is using a new digital platform this year called Zeffy, which is free for nonprofits and can be used for ordering spirit wear, donations, carnival items, etc. The Carnival and Silent Auction will be held on September 18th at the East Pavilion of Canyon Rim Park.

The audio recording of the meeting was interrupted at this point because the digital recorder memory was full. Recording resumed at 4:12pm on a cell phone. The initial few minutes of the meeting recording did not save due to the memory issue.

Item 4: Policy
As part of the Special Education audit, the Time and Effort Policy was reviewed to ensure that it meets all state and federal requirements. Ms. Mitchell and Mr. Garret met with a representative from the USBE to revise the school's policy. Ms. Mitchell provided the Board with the proposed policy including the state's recommendations (as noted with orange font on the draft policy) ahead of the meeting for review. It was suggested that a comma be added after the word federal in the first line.

Motion to approve the proposed Time and Effort Policy with the removal of the orange font language and with a comma added by Robert Booth. Seconded by David Hillyard. The motion to approve was unanimous.

The administration has drafted a policy to address expectations and use of the new school building. The proposed policy stated that the use of the building will be solely for CRA use through this school year. The Board suggested changing the exclusive CRA use to go through the year 2027 so that the school can make sure that things are running smoothly and can more accurately estimate costs for use of school facilities.

Motion to approve the proposed New Facility Transition, Stewardship, and Initial Use Policy with the change of the line “Following the first year of occupancy” to “Beginning January 1, 2028” by Shauna Cundick. Seconded by Nils Lofgren. The motion to approve was unanimous.

<u>Item 5: Principal’s Report</u>
Ms. Mitchell reported that there has been a lot of excitement and a sense of pride with the new school year. The gas line leak and evacuation last week gave the school an opportunity to test the emergency plans and find that they work well. Ms. Mitchell will work with staff to review those plans and make adjustments as needed. Specials will start next week. Applications for the LAND Trust Council will open soon. This year the school offered a new parent orientation that had a great turnout and will be offered annually moving forward. Recess is able to use more space on the upper field this year as well as the blacktop and gym.

As required annually, Ms. Mitchell gave a bullying report. According to the CRA Stakeholder Survey data, families continue to report strong confidence in the school’s ability to create a safe and supportive environment for students. The data highlights areas where the school can continue strengthening systems and support, particularly in ensuring that all bullying situations are resolved as effectively as possible. The school has implemented a more comprehensive reporting system across the entire staff that helps alert administration and support teams to student needs more quickly and consistently. Additionally, the school provides Tier 1 behavior and conflict management training for all teachers and recess staff. The continued focus is to proactively build a school culture where students feel safe, supported, and equipped to navigate conflicts in healthy and respectful ways.

The Lottery Open House is typically held on the second Thursday of October. Due to the ongoing work on the school grounds, it was proposed to move the date to November 5th when the exterior work on the school will be nearly complete. Since the Enrollment and Lottery Policy states that the Open House will be held in October, the Board will discuss a policy change at our next meeting to allow it to be held in November. The Enrollment and Lottery Policy will be listed on the September Board Meeting agenda. The date will be finalized at that time.

The PE teacher, STEM teacher, and Librarian are each required to have a license. It was proposed that the Board approve LEA-Specific Licenses for those faculty. Motion to approve an LEA-Specific License for the PE teacher, Grace Johnson; for the STEM teacher, Adrienne Robson; and for the Librarian, Laura Romney by Shauna Cundick. Seconded by Justin Scott. The motion to approve was unanimous.

<u>Item 6: Business Report</u>
The demolition efforts are still in progress. There is a punch list of items that need fixing or adjusting for the new building. Overall things are progressing in a favorable way.

The playground has been ordered. The school will need a new radio signal for emergency services.

The annual audit will be conducted this Thursday and Friday. The Board needs to provide certificates of OPMA training. Board members who do not already have certificates will complete the training on the State Auditor's website prior to Thursday. The audit and finance committees will remain the same as last year.

The school would like to have a Ribbon Cutting sometime in November, possibly on November 20th.

Mr. Garrett discussed the Profit & Loss Statement for the 2025-2026 fiscal year as the fiscal year wrapped up after our last meeting. The overage in expenses was due to ongoing construction costs which have been planned and saved for. The school continues to operate within budget.

<u>Item 7: Long Range Planning</u>
Mr. Garrett covered the new building discussion in the Business Report.

The fundraising committee reported that there is a planned pause in efforts at this time. They will revisit the efforts and may reconvene in November for a possible end of year giving push to allow for 2026 tax deductible donations. More fundraising activities will come in 2027.

Motion to adjourn the board meeting was made by Robert Booth. Seconded by Justin Scott. The motion passed unanimously. Meeting adjourned at 5:28 PM.